

In order to comply with the National and Community Service Act of 1990 as amended, the Corporation for National Service's peer review requirements, and all state laws and conflict of interest rules, the Nebraska Volunteer Service Commission has established this AmeriCorps grant review process.

# Request For Proposal (RFP) Process

- 1. Grant Review Committee meets in November to discuss competitive and formula submission requirements.
- 2. Each November, Commission Executive Director will review state law to ensure that the structure of the offering is compliant with state law.
- 3. Notice of Funds Availability is provided through posting the Request for Proposal (RFP) on the Commission website and through public notice in two statewide newspapers. A detailed RFP is sent to interested parties via E-mail or surface mail. The RFP is released six to eight weeks prior to its due date.
- 4. Commission staff discusses the renewal process with existing funded programs through regularly scheduled communications.
- 5. Commission holds technical assistance meeting for those interested in applying.

#### Review of Renewals

- 1. Each renewal is carefully reviewed by one staff member for compliance (staff member fills out staff review form) prior to mailing grants to reviewers.
- 2. A copy of every renewal, the staff review form, and a blank grant review form will be given to each member of the Grant Review Committee.
- 3. Grant Review Committee members review grants and score.
- 4. Staff and Grant Review Committee meet to discuss each grant at least 2 weeks prior to the Corporation for National and Community Service deadline.
- 5. Staff prepares funding recommendation chart
- Final recommendations go to the full Commission during the next Commission meeting, at which the Commission will approve or disapprove the grants for funding.

### New submissions:

- 1. New submissions arrive at the Nebraska Volunteer Service Commission.
- 2. Commission staff does a minimum compliance review of each grant and will work with the potential grantee to complete a Financial Assessment Survey.
- 3. Copies of all grants, ratings sheets, and Financial Assessment Surveys are sent to all peer reviewers and Grant Review Committee members.
- 4. Peer Reviewers review grants and score.
- 5. Peer Reviewers gather for facilitated peer review and final rankings of grants.
- 6. Staff and Grant Review Committee meet to discuss grants.
- 7. Staff prepares funding recommendation chart.
- 8. Final recommendations go to the full Commission at next Commission meeting.



## Peer Review Process

In addition to the procedures outlined below, the Commission or Commission staff, must ensure that the panel of reviewers is broad-based and diverse, and each panel has at least two, preferably three, reviewers, no more than half of which are Commissioners

#### Review Process Procedures are:

- 1. Set date for Peer Review of Grants
- 2. Identify prospective peer reviewers.
- 3. Contact prospective peer reviewers asking for their participation in review of grants.
- 4. Receive prospective reviewers agreement/refusal to participate in peer review of grants.
- 5. Provide peer review training prior to day of review. Peer review training will consist of grant guidelines, conflict of interest information and form, reviewer roles and responsibilities, score sheets, and hints for reviewing grants.
- 6. Peer Reviewers will receive the following information to prepare for the review:
  - a. Application guidelines and instructions
  - b. Conflict of Interest Information and Conflict of Interest form.
  - c. Reviewer Roles and Responsibilities
  - d. Grant Proposals
  - e. Rating sheets for each proposal
  - f. Assignment of Lead Reviewers
- 7. Peer Reviewers will come together to discuss and review grant proposals on the date set.
- 8. Conflict of Interest information is reviewed and Conflict of Interest forms are completed.
- 9. A neutral facilitator will begin the discussion of each grant proposal.
- 10. The neutral facilitator will assist the Peer Review panel in initially ranking the proposals based upon peer reviewer scores on the rating sheets.
- 11. With the assistance of the neutral facilitator, the Peer Review panel will review each grant one by one, beginning with the highest rated proposal. The Lead Reviewer on each grant proposal will begin the discussion with a brief description on the merits of the proposal. Panelists will have an opportunity to present their opinions. The goal of this process is to come to a consensus on the rank and score of each grant.
- 12. Lead Reviewer will prepare their consensus rating sheet after discussion of each proposal
- 13. Lead Reviewers will collect and submit all documents related to the review to Commission staff who will forward it to the Grant Review Committee.

Adapted from the South Carolina Commission on National and Community Service AmeriCorps Grant Review Process and the Corporation for National and Community Service's Peer Review Process